



Job Posting

Position Title:

Director of Talent Management

Reports To:

Chief of External Affairs

Location:

Achievement Schools - Central Office
Memphis, Tennessee

About the Achievement School District:

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state's education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed "Achievement Schools" clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

Position Overview:



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The job of Director of Talent Management is to provide leadership Director of Talent Development and Management will support school leaders in the recruitment, development and retention of effective teachers by acting as a recruiter for all ASD schools, providing professional development on talent selection techniques, retention strategies, providing orientation sessions for new teachers around non-academic factors which impact student success (examples- Creating positive relationships with students, Establishing classroom Cultures Characterized by High Expectations).

Specific Position Responsibilities:

Recruitment and Strategy

- Set ambitious goals, define clear metrics, outline a comprehensive strategy, and design systems to track the ASD's practices to source, select, and effectively confirm top talent across the nation to ensure that our school and network teams are consistently staffed with excellent educators.
- In partnership with hiring managers, write strong job descriptions, define core competencies, and design/execute aligned interview processes for school leadership or network positions that accurately screen for requisite characteristics, skills, and experiences to make excellent hires for roles across the network.
- Manage our external partnerships with colleges, job boards and HR software vendors
- Conduct initial interviews with candidates for school -based positions, and make recommendation for placement based on known vacancies, content expertise, certification, prior experience, candidate preferences, and personality/fit with ASD school teams.
- Craft and send compelling outreach to key networks that compels top candidates to engage with ASD schools to learn more about opportunities within the portfolio of schools and then compels them to apply
- Plan, delegate, and ensure strong execution of any events related to talent sourcing and recruitment.



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- Work alongside ASD's Director of External Affairs to develop any branding materials (physical, print, digital) needed to promote ASD's career opportunities in high-impact spaces – including both online and offline employer branding activities.
- Manage, train and evaluate our team of recruiters.
- Prepare and review our annual recruitment budget.

Talent Systems and Data Management

- Consistently examine and analyze the ways in which we recruit and hire staff members to innovate and increase effectiveness and efficiencies then recommend, design, train others on, and implement changes to network-wide systems and processes.
- Design and implement systems used to track and capture data related to hiring and sourcing; leverage these systems to communicate progress against goals and drive strategy, action planning, and decision-making at the school and portfolio level.
- Promote robustness of the TEAM evaluation process and assist school based hiring teams in leveraging the results strategically human capital decisions

Leaders/Teacher Coaching + Development

- Provide ongoing and data-driven coaching and support for hiring managers across the organization to select and confirm high-quality staff members.
- Design and lead professional development to train school leaders on effective hiring practices, building teams, employee retention strategies, and other employee development processes.
- Own and directly manage the new teacher/ faculty orientation process.
- Provide on-going PD to support school staff and build cultural competency, understanding of the complex nature of schools within the ASD portfolio, and effective community and parent engagement practices.

Other



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- Composes a wide variety of documents in both written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information as directed by the Chief of School Improvement /External Affairs and Assistant Commissioner.
- Protects confidentiality of records and information about student and staff, and use discretion when sharing any such information within legal confines
- Other duties as assigned.

Knowledge and Skills Required:

- Demonstrated leadership skills, presentation and organizational skills.
- Demonstrated written and oral communication skills.
- Demonstrated event planning and problem-solving skills.
- Ability to relate well to all members of the educational community.
- Ability to travel and recruit high quality candidates for the ASD.
- Ability to manage daily administrative tasks without losing sight of long-term goals and planning.
- Hold exceptionally high standards for the quality of work and a reflex to improve continuously,
- Possess an ability to build partnerships, thoughtfully navigate challenging situations.

Qualifications:

- Master's in Education from an accredited educational institution
- Educational leadership/administration credential required
- At least 10 years of work experience; 5 or more years of administrative experience required.
- The ideal candidate will have a minimum of 3 years of full-cycle recruitment and sourcing experience with a demonstrated ability to source, network and build a robust talent pipeline.

Salary and Benefits:



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Salary: up to \$85,000 - \$90,000. Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, contact information for three professional references, and two writing samples – preferably a sample of a memo and a presentation you have created to lisa.settle@tn-asd.org.

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